

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
SPECIAL EDUCATION ADMINISTRATOR (GRADES K-12)**

I. PROFESSIONAL REQUIREMENTS:

An administrator certificate, valid for a period of four (4) years from the date of issuance, will be issued to applicants meeting the following requirements:

- A.** Possess a Missouri permanent or professional certificate of license to teach in an area of special education or student services;
 - 1.** Achieve a score equal to or greater than the Missouri qualifying score on the assessment designated by the State Board of Education;
- B.** A minimum of two (2) years of teaching experience in special education or student services approved by the Department of Elementary and Secondary Education;
- C.** Successful completion of the building-level administrator's assessment designated by the State Board of Education;
- D.** Completion of a course in Psychology and/or Education of the Exceptional Child (including the Gifted);
- E.** Completion of a master's degree in educational leadership, from a college meeting approval of the Missouri Department of Elementary and Secondary Education to prepare school administrators; and
- F.** Recommendation for certification for the designated official of a college/university approved by the Missouri Department of Elementary and Secondary Education.

II. CAREER CONTINUOUS PROFESSIONAL CERTIFICATE – ADMINISTRATOR

- A.** The special education Career Continuous Professional Certificate – Administrator classification will be issued upon completion and verification of the following:
 - 1.** Four (4) years of state-approved administrator experience;
 - 2.** Participation in two years of district-provided mentoring (during the first two years of administrator experience);
 - 3.** The development, implementation and completion of a professional development plan of at least 120 contact hours of professional development based on Interstate School Leaders Licensure Consortia (ISLLC) standards, or eight (8) semester hours of graduate credit toward an advanced degree in educational leadership, reading/literacy or curriculum/instruction, or a combination of credits/professional development; and
 - a)** Professional development should focus a minimum of: thirty (30) contact hours on leadership training (vision building, communication, data-driven decisions, ethics, etc.), and eighteen (18) contact hours on comprehension and supervision of teaching of reading, and other items identified in the individual's professional development plan; and
 - 4.** Successful participation in an annual performance-based principal's evaluation that meets or exceeds the Missouri Performance Based Principal's Evaluation.
- B.** The career continuous administrator certificate shall be continuous based upon verification by the employing school district that the certificate holder:
 - 1.** Participated in a performance-based principal evaluation; and
 - 2.** Completed requirements of an educational specialist degree or higher in educational leadership, reading/literacy or curriculum/instruction within six (6) years.

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- C.** The career continuous administrator certificate holder is exempt from the thirty (30) contact hours of annual professional development if the holder has a local professional development plan in place with the school and meets at least two (2) of the following:
- 1.** Ten (10) years of state-approved administrator experience;
 - 2.** An educational specialist or higher degree in educational leadership, special education, or a student services certificate area from an accredited college or university; and/or
 - 3.** Certification from a board-approved nationally recognized professional administrator organization.